

What You Get

- protection against employee lawsuits from work-related injuries or illnesses;
- insurance benefits for your employees for work-related injuries covering:
 - lost wages;
 - payment of related health care costs;
 - help for early and safe return to work;
 - access to a provincial network of health and safety training and resources, specific to your industry. Call the WSIB's Prevention Division at 416-344-1016 in Toronto or toll-free at 1-800-663-6639 to find out your industry's safe workplace association.

If You Need Help

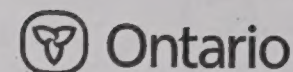
- Call the WSIB at 416-344-1254 in Toronto or 1-800-387-8638.
- The Office of the Employer Adviser (OEA) can also provide employers with immediate advice, information, assistance, workshops and information sessions on workplace insurance. If you need assistance with any of these issues, please call the OEA at 416-427-0020 or toll-free at 1-800-387-0774. For employers with less than 100 workers, the OEA offers representation in formal hearings and proceedings before the WSIB and the Workplace Safety and Insurance Appeals Tribunal (WSIAT), assistance in resolving disputes at an early stage of appeal, and on-site advice.

If you would like more information on any of these topics, you can:

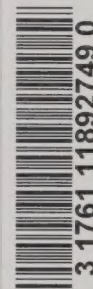
- consult the Ministry of Labour Web site at <http://www.gov.on.ca/lab/main.htm>
- call your nearest Ministry of Labour office [consult the blue pages of your local telephone directory under "Labour" in the "Government of Ontario" section]
- call 1-800-531-5551 if there is no local number for employment standards [326-7160 in Toronto]
- call (416) 326-6546 for more information from our Ministry's fax-on-demand system and follow the voice prompts
- consult the OEA Web site at <http://www.gov.on.ca/lab/oea>
- call the WSIB for registration information at 1-800-387-8638, or consult their Web site at <http://www.wsib.on.ca>
- call the Ontario Business Connects Helpline at 1-800-565-1921 or 416-314-9151, and for more information, contact the OBC Web site at <http://www.ccr.gov.on.ca/obcon/welcome.htm>

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Starting Your Business the Right Way



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This information might be helpful to you if you are planning to start your own business. The following is some basic information regarding occupational health and safety and employment standards from the Ontario Ministry of Labour.

Occupational Health and Safety

As an employer some of your basic responsibilities in health and safety include:

- ensuring that the workplace is safe and healthy;
- making sure that you are in compliance with the health and safety law and regulations;
- telling your employees about any hazards in the workplace and how to handle equipment, materials and substances that might be hazardous;
- providing training to employees in carrying out their duties in a safe manner;
- setting up a health and safety committee if you have a workplace with twenty or more employees and providing certification training;
- notifying the Ministry of Labour immediately if a critical or fatal accident occurs in the workplace;
- posting a copy of the *Occupational Health And Safety Act* in your workplace, along with any materials from the Ministry of Labour that explain the law;
- posting a copy of the Workplace Safety

and Insurance Board's *In All Cases of Injury/Disease* poster in a prominent place.

Employment Standards

In the area of employment standards, some of the minimum standards are as follow:

- employers have to keep payroll records, including hours of work; the general minimum wage is \$6.85 an hour;
- an employee shall not work more than eight hours a day or 48 hours a week. The director of Employment Standards, may, in writing, approve a regular workday of more than eight hours but not in excess of 12 hours;
- with certain exceptions, at least time and one-half the regular rate must be paid after 44 hours in a week;
- public holiday benefits apply to full-time, part-time and student employees. Employees are entitled to eight paid public holidays : New Year's Day, Good Friday, Victoria Day, Canada Day, Labour Day, Thanksgiving, Christmas and December 26th (Boxing Day);
- after twelve months of employment, employees are entitled to two weeks' vacation with pay or the vacation pay must be at least four per cent of the total wages for the year for which the vacation is given;
- pregnancy leave is a right. A pregnant woman can take a leave of at least 17

weeks if she has been employed for at least 13 weeks before the estimated date of delivery;

- parental leave is a right. An employee can take a leave of up to 18 weeks to take care of a new child.

Workplace Safety and Insurance

- Most businesses in Ontario that employ workers (including family members) must register with the Workplace Safety and Insurance Board (WSIB). You will need to contact the WSIB within 10 days of hiring your first full or part-time workers.
- Sole proprietors, partners and executive officers are not automatically covered under the WSIB insurance plan, but you can apply for optional insurance.

How to Register

- It's easy to register. Call the WSIB directly at 416-344-1254 in Toronto or toll-free at 1-800-387-8638. Or go through on of Ontario Business Connects electronic workstations located throughout the province.
- When you register, you will be asked to describe the product you produce, the goods you sell or the services you provide. Based on this information and the size of your yearly payroll, the WSIB will determine your premium rate and how often you will need to report and pay your premiums.

